

**Scott Walker**  
Governor

**Jon E. Litscher**  
Secretary



**Office of Detention Facilities**  
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## **State of Wisconsin Department of Corrections**

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September 7, 2017

Chief Michael Kass  
Brown Deer Police Department  
4800 W. Green Brook Drive  
Brown Deer, WI 53223

**RE: 2017 Annual Inspection, Brown Deer Municipal Lockup**

Dear Chief Kass:

The Wisconsin Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Brown Deer Municipal Lockup was conducted on August 31, 2017. This report summarizes the results of the annual inspection.

### **INSPECTION SUMMARY**

#### **Physical Environment 349.07**

The two cells, group holding room and adjacent booking area were inspected and found to be in excellent condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a monthly basis. The lockup also continues to conduct maintenance and sanitation inspections of the lockup on a daily basis, which is an excellent practice.

#### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

#### **Health Care 349.09**

The Brown Deer Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form continues to be completed on each

individual being booked into the facility, which is an excellent practice. Current Brown Deer procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless approved by the shift supervisor.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the North Shore Fire Department was completed on 7/7/17. Evacuation routes are posted and fire protection equipment present and accessible should the need arise.

### **Records and Reporting 349.11**

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Brown Deer Municipal Lockup. Since the last annual inspection in 2016, there were no notifications to this office regarding any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that security checks are generally being conducted and documented [REDACTED] minutes. This is an excellent practice that exceeds the minimum requirements of the administrative code. Similar to past years, a vast majority of detainees being held are placed on the bench located in booking and not in a cell. Furthermore, staff continues to document security checks for each detainee placed on the booking room bench.

There was some concern with the amount of time that detainees are being held on the bench in lieu of a cell, with records showing between 1-3 hours at times. In these instances, it is suggested that detainees be placed in a cell where they can utilize the bunk and toilet. [REDACTED]

### **Detention of Juveniles 349.21**

Your Department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. A review of the juvenile booking forms and files found that they are being kept separate from adults. Documents reviewed indicated that juvenile security checks are occurring

approximately [REDACTED] minutes. Similar to the adults, a majority of juveniles are being held on either the booking area bench or in an unlocked interview room with staff supervision. The review also indicated that juveniles are being removed from the lockup prior to the 6 hour maximum, and sight and separation procedures between adults and juveniles are in place.

### **Approval**

The Brown Deer Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Sergeant Michael Carver for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Michael Hall, Village Manager  
Kristi Dietz, ODF Director  
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